FAQ - ESSB 5940 - District Data Call – Year 2

Version 1 – March 18, 2014

Please note – this is a 'living' document. It will be updated regularly throughout the lifecycle of the OIC K-12 School District Data Collection Project. Please check back periodically for updates.

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General / Background

Q1   Why are we doing this?

A   The Legislature's goals are outlined in ESSB 5940. The text of the legislation may be found on the Office of the Insurance Commissioner's (OIC's) web site: http://apps.leg.wa.gov/documents/billdocs/2011-12/Pdf/Bills/Senate%20Bills/5940-S.E.pdf

Q2   Who is the project team?

A   The project team is comprised of personnel from Treinen Associates, Inc, an Olympia-based consulting company, sometimes referred to in these FAQ as 'the contractor'.

Q3   How many people are on the project team?

A   The team comprises: a Business Analyst, a Database Designer / Data Analyst, and a Benefits Expert. Additionally there is a Project Manager from Treinen Associates, a Project Manager from the OIC, and administrative support.

Q4   What will the project team do with the data they collect from districts?

A   After a given school district submits their data, a computer application, which has been custom-built for the Office of the Insurance Commissioner, will automatically validate and process the data. The data will then be…

- Loaded into a secure database
- Validated against data received from carriers. (Carrier data is being gathered in a separate and parallel data call.)

Subsequently, the collected data from both districts and carriers will form the basis for the 2014 Report to the OIC, the Governor's Office, the Legislature and the Health Care Authority.

Q5   Since you are collecting claims data for our district from our insurance carrier(s), we would like to be able to see and use that claims data. Will we have access to it?

A   No. The project is not collecting district-specific claims data; rather, as stated in the legislation, data is being collected by health plan. District-specific claims experience is not available from this project.

Q6   Which parts of ESSB 5940 is this project concerned with?

A   This project is concerned only with Sections 4 and 5 of the legislation, which have to do with data collection. The contractor carrying out the project is simply collecting the required data on behalf of the OIC.

Q7   Will the contractor performing the Data Collection Project draw conclusions from the data that is collected?

A   No. In December 2014 the raw data that has been collected will be delivered to the OIC. Additionally, the contractor will produce a report that contains summarized data, per Section 5(2)(b) of the legislation. The contractor will not be involved in interpreting or drawing conclusions from the collected data.

Q8 The legislation indicates that some school districts will be rewarded for making progress in terms of the provision of health insurance benefits for district employees. How will this be determined?

A The Data Collection Project is concerned only with data collection. Value judgments such as this are outside the scope of the Data Collection Project.

Q9 Will we have to go through all this again next year?

A ESSB 5940 requires that the data be collected over three consecutive years. You may expect to be contacted in 2015 under Year 3 of this project.

Q10 How long should this take?

A Given the enormous variation in the size of school districts throughout the State of Washington, that is an impossible question to answer. Some have just a handful of employees, others have thousands of employees. There is undoubtedly a correlation between the size of a district, and the amount of time it will take to respond to the data call. However, there is no algorithm available to compute this.

Our best guess, based on reported district experience in Year 1, is that the data call is likely to require somewhere between several hours and several days to complete.

Q11 What if our district chooses not to participate?

A The legislation provides for certain sanctions against school districts that do not comply. These are specified in the legislation. Although the project team is not involved in that side of things, we will however make the OIC and OSPI aware of districts that do not comply.

Q12 Our district is in PEBB. Are we included? Do we have to do this?

A Yes. All school districts are required to submit their data. PEBB is considered a carrier for the purposes of this project, and therefore we will also approach PEBB for carrier data (which is very different from, and far more detailed than, district data).

Q13 What if we are unable to comply with the data call?

A The project team will work closely with districts that are experiencing difficulties in gathering the required data, or in rendering it into the specified format. We will do our very best to help districts to comply. Please contact the project team at Y2DataCallTeam@Treinen.com if you are experiencing difficulties.

Q14 The project team will produce a report in December, 2014. Who will see it?

A The December 2014 Report will go to the OIC, the Governor's Office, the Legislature, and the Health Care Authority.

Q15 Is the data collected by the Data Collection Project public information?

A No, it is not. In December 2014 the collected data will be delivered by the project team to the OIC. Additionally, the 2014 Report will go to the OIC, the Governor's Office, the Legislature, and the Health Care Authority. The report and summary data will be published on the OIC's web site. The

underlying data, on the other hand, is protected from public disclosure.

Q16 Will our district be able to see our own data?

A A few people in your district will be able to see the data that you submitted to the project team, because you will (presumably) keep a copy of what you submitted. The project team has no plans to permit districts to see their own data as stored in our secure database.

Q17 Will our district be able to see data from other districts? Will other districts be able to see our data?

A No. The project data that we store is accessible only to the project team. No one other than the project team will see the data until December, 2014, when it is handed over to the OIC.

Q18 What happens in 2015?

A A final report, which draws upon three years of collected data, will be compiled and submitted to the Legislature and various state agencies. Further details are available from the legislation itself.

Q19 Does the contractor have authority to collect the required data from school districts?

A Yes.

In December 2013 a letter went out from the OIC to all school district superintendents. That letter states: "Treinen Associates, Inc. is again the contactor that will perform the project work on behalf of the OIC ". This letter may be viewed here:
http://www.insurance.wa.gov/companies/information-about-insurers-companies/special-data-call

Q20 Does our school district need to instruct our medical insurance carrier that they must comply with the carrier data call? Do we need to tell our carrier that it's OK to release our district's data to the project team?

A No, that is not necessary. All the carriers of medical insurance for school district employees within the State of Washington are required as outlined in ESSB 5940 to provide financial, demographic, enrollment and claims data on K-12 districts. The carriers are already cooperating with the project team, and are on track to release the financial, demographic, enrollment and claims data required to comply with the carrier data call.

Q21 Our school district does not have the knowledge or expertise necessary to complete the Data Collection Spreadsheet. What should we do?

A Contact your ESD for support.

Support

For all references to the OIC's web site, follow this link:

insurance.wa.gov/companies/information-about-insurers-companies/special-data-call/k-12-health-benefits-data-collection/index.html

Q1   Can I call the project team?

A   If you have a question, or are experiencing difficulties in completing the Data Collection Spreadsheet, please send an email to Y2DataCallTeam@Treinen.com. Include your name, phone number, and a description of the issue, and we will contact you by email or phone within two working days.

Q2   I can't open the Data Collection Spreadsheet that was sent out as part of the data call. What should I do?

A   The document may have become corrupted when being transmitted to you. Download a fresh copy from the OIC's web site.

Q3   The Data Collection Spreadsheet opens but the import macro does not work. What should I do?

A   Ensure that macros are enabled. You must be using Excel 2007 or later to allow the macros to operate. You may be able to do this yourself. If not, ask for help from your district's local IT support team. Data can also be manually copied into the workbook sheets from individual data files that are exported from a database.

To enable macros:

- Click the Microsoft Office Button, and then click Excel Options.
- Click Trust Center, click Trust Center Settings, and then click Macro Settings.
- Click the options that you want.

Please refer to page 11 of the instructions for a more detailed description of enabling macros.

Note that the import macros only work in Excel 2007 or later versions. The spreadsheet can be viewed in Excel 2003, but the import macros will not work. If you are using Excel 2003, please save the .xlsm Data Collection Spreadsheet as an .xls document, and copy and paste the data in the .CSV files into the appropriate tab in the workbook (ensuring that you do not copy or over-write the column headings).

Q4   The Data Call Instructions came through in the Data Call email, but the Data Collection Spreadsheet did not. What should I do?

A   The document may have been blocked or 'quarantined' by the IT security measures that are in place within your district. Follow up with your local IT support team, or download a fresh copy of the document from the OIC's web site.

Q5   The Data Collection Spreadsheet came through in the Data Call email, but the Data Call Instructions did not. What should I do?

A   The document may have been blocked or 'quarantined' by the IT security measures that are in place within your district. Follow up with your local IT support team, or download a fresh copy of the document from the OIC's web site.

Q6   No attachments came through on the data call email. What should I do?

A   The documents may have been blocked or 'quarantined' by the IT security measures that are in place within your district. Follow up with your local IT support team, or download a fresh copy of the documents from the OIC's web site.

Q7   The attachments came through on the data call email, but they are garbled. What should I do?

A   The documents may have become corrupted when being transmitted to you. Download fresh copies from the OIC's web site.

Q8   We need help. How can we get help?

A   Please send an email to Y2DataCallTeam@Treinen.com with your name, phone number, and a description of the issue, and we will contact you by email or phone within two working days.

Q9   Is there some kind of training or orientation available?

A   The project team will run a series of webinar-based Data Call Orientation Sessions during February and early March of 2014. To register for an Orientation Session go to: https://attendee.gototraining.com/67673/catalog/2162030535841278208

Q10   Will the project team meet with individual districts?

A   No. In Year 2 of the project the project team will not meet with individual school districts.

Timelines

Q1 By when should my district submit our project data?

A The deadline is May 31st, 2014.

Q2 Can we get an extension? What if my district is unable to submit our data by May 31st, 2014?

A If a district is unable to submit its project data by the deadline, the project team will work closely with district personnel to help them resolve issues that are impeding their progress towards compliance with the data call.

Security

Q1 Is the Data Collection Project's database secure?

A Yes. It resides in a very secure environment. Access to the data is protected by several layers of security, each of them password protected.

Q2 We want our data to be secure. Should we send an encrypted and password-protected spreadsheet by email?

A No.

(i) In year 2 of the OIC K-12 Health Benefits Data Collection Project does not use e-mail as the data transport mechanism. Instead, ShareFile.com is used. Please see page 17 of the Instructions document for more details about this service.
(ii) ShareFile uses robust encryption for all data (in-flight and at-rest). This encryption is built in. Do not encrypt or password-protect the data you submit via ShareFile. If you do so we will not be able to process your data and will therefore ask you to resubmit.

Q3 Does the data we have to report contain PHI (Protected Health Information)?

A No. The project team has been very careful to design the data collection in such a way that no PHI is gathered or stored. The data is summary data, and the employee census data in Section 7 does not include employee name or social security number. All data has been de-identified.

Q4 Is the data you will collect from school districts governed by HIPAA regulations?

A No. PHI excludes employment records held by a covered entity in its role as an employer. Information collected from districts for the K-12 Health Benefits Data Collection Project is also de-identified.

Q5 Is the data you will collect from carriers governed by HIPAA regulations?

A Yes. Health plans provided by Insurance companies are "covered entities" under HIPAA and subject to its rules. However the information provided by carriers is de-identified and is therefore permissible under HIPAA.

Q6 Is the data collected as part of the Data Collection Project public information?

A No. In December 2014 the collected data, along with the 2014 Report, will be delivered by the project team to the OIC. This data is exempt from public disclosure.

The 2014 Report will be delivered to the Governor's Office, the Legislature, and the Health Care Authority, but the underlying data from which the 2014 Report is derived will not be included.

Q7   Will our district be able to see our own data?

A   A few people in your district will be able to see the data that you submitted to the project team, because you will (presumably) keep a copy of what you submitted. The project team has no plans to permit districts to see their data as stored in our secure database.

Q8   Will our district be able to see data from other districts? Will other districts be able to see our data?

A   No. The collected project data that we store is accessible only to the project team. No one other than the project team will see the data until December, 2014, when it is handed over to the OIC.

Date Ranges

Q1   I'm confused about dates – why are several different time-spans used for different Sections of the school district data call?

A   ESSB 5940 specifies that the data should be collected by calendar year, which for Year 2 of the project means 2013. Unfortunately, for most districts, this aligns neither with the School Year, nor the Fiscal Year, nor the Plan Year. After discussion with the OIC, the following approach has been agreed:

1) We will use calendar year 2013 for:
   - narratives describing various efforts, achievements & progress (Section 1, rows 5 – 12)
   - Innovative Features of Health Plans (Section 2).

2) For yearly totals by category (Section 1) we use School Fiscal Year 2012-2013. The project team will then compute calendar year totals.

3) For yearly totals by payee / entity (Section 3) we will use School Fiscal Year 2012-2013. The project team will then compute calendar year totals.

4) Medical plans (Section 4) should be reported on a calendar year basis. So if medical plans in the current plan year are different from those of the prior plan year (i.e. you have added or deleted plans) then report all of them.

5) For employee census data (Section 7) we use a 'snapshot date' of October 1, 2013. Any person who was a school district employee (as defined by the OSPIs Employee Handbook) on that date should be reported. Any person who was not a school district employee on that date should not be reported.

6) In Section 7 you should report the contributions and total premium related to cost of coverage during October 2013. If you pay in September for October coverage, use the September 2013 payroll information.

The approach to date ranges outlined here may at first glance appear complicated, but it is intended to make things as simple as possible for school districts. One of our top priorities, in designing the time-span aspects of this data call, has been to minimize the burden on school districts.

Data Submission, Return Spreadsheets, Notifications

Q1   Is e-mail being used again for data submission is Year 2?

A   No. In year 2 we are instead using ShareFile. You can correspond with the project team using Y2DataCallTeam@Treinen.com but this email address is NOT to be used for data submission.

Q2   What is ShareFile?

A   ShareFile is a cloud-based file sharing and storage service built for business. In Year 2 of the project ShareFile is being used instead of e-mail as the data transport mechanism. See page 17 of the District Instructions for a detailed discussion of ShareFile and how to use it.

Q3   Is ShareFile secure?

A   Yes. If you have concerns about the data security arrangements of ShareFile.com, please see www.sharefile.com/industries/business/security.aspx.

Q4   Is there any other way to move data between districts and the project team

A   No. All data you submit (or resubmit) will move via ShareFile, and return spreadsheets (containing errors and/or warnings) will be posted to your ShareFile page by the project team. You will then download the return spreadsheet, make any necessary corrections, verify your data using Check My Spreadsheet, rename the spreadsheet appropriately (see page 13 of the instructions), and then resubmit (using ShareFile, of course).

Q5   What do I do if I was not notified about my district's ShareFile account?

A   Send an email to the project team (Y2DataCallTeam@Treinen.com). We will give you access to your district's ShareFile account.

Q6   What do I do if I forget my password?

A   Send an email to the project team (Y2DataCallTeam@Treinen.com). We will recreate your account and you will create a new password. You will then need to log on and change it again.

Q7   How do I find out how to use ShareFile to upload, download and submit data?

A   See the District Instructions page 20 for a detailed discussion of ShareFile and how to use it.

Data

1. General Data-Related Questions

Q1   Are Dental and Vision benefits included in the data collection project?

A   Yes. We are asking for your total expenditures with respect to Dental and Vision coverage only in Section 3. Annual total spend by entity (including dental and vision carriers) is reported in Section 3; annual totals by category are then automatically calculated by the Check My Spreadsheet function and displayed in Section 1. Please make every effort to report Dental and Vision separately in Section 3.

Please do <u>not</u> report…
 - Dental or Vision plans (in Section 4 forward)
 - Which Dental or Vision plans are offered to employee groups (in Section 5 or 6)
 - Which Dental or Vision plans are selected by individual employees (in Section 7)

Q2   Are Short or Long Term Disability benefits included in the data collection project?

A   No, these types of coverage are <u>not</u> included in the project.

Q3   Can I paste data into the Data Collection Spreadsheet?

A   Yes, but please be careful that the column headers are not changed by doing so. If you change the column headers by over-writing them, your data cannot be processed and you will subsequently need to correct this and resubmit.

Q4   I do not understand the term 'supplemental insurance'. Can you please define it?

A   This is a term we use in this project to designate various types of medical insurance that are specifically excluded from the terms "health plan" or "health benefit plan" under the Revised Code of Washington.

These specific exclusions encompass, amongst other things, accident only coverage, specified disease or illness-triggered fixed payment insurance, hospital confinement fixed payment insurance, or other fixed payment insurance offered as an independent, non-coordinated benefit.

Q5   Our district offers supplemental insurance from Aflac – employees are free to purchase this or not. There is no cost to the district. We simply deduct the monthly premium amount from payroll, and pass the premium to the carrier. How should we report this?

A   The data collection project team is collecting **summary data only** with respect to supplemental coverage. So in Section 3, please…
 - identify each vendor of supplemental insurance on its own row
 - within those rows, in the Entity_Type_Role column, select 'Supplemental' from the drop-down.
 - report the total paid to each vendor of supplemental insurance under Non_Premium_Fees_Paid.

In subsequent Sections, please…
- do <u>not</u> report the individual plans from these vendors of supplemental insurance (in Section 4)
- do <u>not</u> specify which supplemental plans are offered to which groups (in Sections 5 or 6)

- do <u>not</u> indicate which supplemental plans individual employees purchase, or the cost (to the employee or district) of doing so (in Section 7).

2. Section 1 of the District Data Call – annual totals by category, narratives, district info, dates

Q1 Our district's medical premiums include dental coverage. How do we handle this?

A Do your best to report medical and dental premiums separately. If this cannot be done, then…
(i) report the bundled premium
(ii) in the Premium_Type column select 'Medical and Dental' from the dropdown.

Q2 Our district's payment to HCA for coverage under PEBB includes the 'retiree carve out' or 'retiree subsidy'. Should we subtract the 'retiree carve out' from the premiums we report?

A Yes. Please report medical premiums separately from the 'retiree carve out' even if you make a consolidated payment that encompasses both the coverage under PEBB and the carveout.

Q3 Our district's premiums do not include the 'retiree carve out' or 'retiree subsidy'. How should we report it?

A In Section 3 of the data call create an entry (i.e. a row) for the entity to which the 'retiree carve out' is paid; enter the total amount paid to that entity in the Non_Premium_Fees_Paid field; select 'HCA (Carveout)' from the dropdown in the Entity_Type_role column.

Q4 Should COBRA payments be reported?

A No. Per RCW 48.43.005(26) "health plan" or "health benefit plan" means any policy, contract, or agreement offered by a health carrier to provide, arrange, reimburse, or pay for health care services except the following: Plans deemed by the OIC to have a short-term limited purpose or duration are excluded as a "health plan" or "health benefit plan."

The OIC representative on this project has deemed that COBRA is in this category.

Q5 Should payments to HSAs (Health Savings Accounts) be reported?

A No. HSAs are considered to be the employee's money until funds are actually used to pay health-related expenses. As such, payments into HSAs are not reportable as premiums or fees.

Q6 Should payments to FSAs (Flexible Spending Accounts) be reported?

A No. FSAs are considered to be the employee's money until funds are actually used, and may be used for purposes other than health-related expenses. As such, payments into FSAs are not reportable as premiums or fees.

Q7 Should payments to VEBAs (Voluntary Employee Beneficiary Associations) be reported?

A No. Payments into health reimbursement accounts such as VEBAs are not reportable as premiums or fees.

Q8 Should payments to Employee Assistance Programs (EAPs) be reported?

A No. EAPs cover a wide array of non-medical services, and the cost of any medical services which may be covered cannot be ascertained. Therefore, do not report payments to EAPs.

3. Section 2 of the District Data Call – innovations, health benefit plan features

Q1 Do you ask the same questions of the carriers as of the districts, in terms of innovative features?

A No. The questions we ask carriers about the innovative features of the plans they offer are more numerous and detailed.

Q2 What if we don't know if a particular innovative feature is offered to my district? Should we indicate 'Don't know' (D)?

A While it is acceptable to answer as 'Don't know', we encourage districts to contact their carriers to understand innovation features that are offered and also to better utilize these features.

Q3 What if a particular innovative feature is offered under only some but not all carrier plans?

A Respond Yes (Y) if the innovative feature is offered under **any** plans offered to district employees. Respond No (N) if the innovative feature is not available under any plan offered to district employees.

4. Section 3 of the District Data Call – identify entities and how much you paid them

Q1 We offer plans sponsored by WEA (Washington Education Association) to our employees. Which entities should we report in Section 3 and what are their roles?

A Medical coverage sponsored by WEA is underwritten by Premera, which is the carrier.

You need only one entry (i.e. row).

In the Entity_Code field you may put some variant of 'WEA' (or indeed anything you like).

Report 'Premera' in the Entity_Name field even if you pay WEA (or AON) for your coverage.

Select 'Medical Ins Carrier' in the dropdown under Entity_Type_Role.

Use the Premiums_Paid field to report the premiums you paid for this coverage.

Q2 We have a broker (or a benefits advisor) but we do not pay them directly. They are paid by the carrier. Should we report them as an entity we do business with?

A No. If you don't pay the broker (or advisor) then there is no need to report them.

Q3 AON provides administration services for our coverage under Premera that is sponsored by WEA. How should we report AON?

A If you don't pay a TPA (Third Party Administrator) then there is no need to report them.

Q4 Should we report vendors of supplemental insurance in Section 3?

A Yes. However vendors of supplemental insurance are not considered carriers for the purposes of this project; so, report the total amounts paid to each (vendor of supplemental insurance) in the Non_Premium_Fees_Paid column.

Note that no further reporting in subsequent sections is required with respect to vendors of supplemental coverage. In other words, we are collecting summary data only about such vendors, and there is no need in subsequent Sections to list the plans they provide or who has signed up for them.

Q5 We just write a single check to PEBB, which includes everything: medical premiums, dental, vision, LTD, supplemental premiums 'Retiree Carve Out' etc. Should we report these separately?

A Yes. Please do not report the bundled total that you pay to PEBB. Please break out the amounts, and enter each one in a separate row.

5. Section 4 of the District Data Call – identify medical plans offered within the district

Q1   Which plans should we report in Section 4?

A   You should report medical plans only. Do not include any plans which provide any of the following types of coverage: supplemental, vision only, dental only, short term disability, long term disability. Additionally, do not report COBRA payments or payments to HSAs, FSAs, VEBA accounts or EAPs. In section 4 you should only list medical plans.

Q2   Are retiree plans included?

A   No. Retiree plans are not included and should not be listed in Section 4.

Q3   Are supplemental medical benefit plans listed here?

A   No. Supplemental medical is tracked only in summary in Sections 1 and 3. Individual plans that are supplemental in nature should not be identified in Section 4.

6. Section 5 of the District Data Call – identify employee groups and medical plans offered to them

Q1   What is an 'employee group'?

An 'employee group', for the purposes of this project, is a group of employees that is offered a particular array of medical benefit plans.

For example, in some districts, bus drivers, teachers, janitors and administrators are offered different assortments of medical plans. In other districts, every employee is offered the same plans.

For our purposes, a group of certificated employees OR a group of classified employees that is offered the same array of medical plans is an employee group.

Q2   What employee groups must be listed? Must we list all employee groups?

A   At least two groups at a minimum must be reported – classified and certificated. Beyond that, employee groups that are offered different arrays of medical plans must be listed separately.

Note that employee groups that are later referenced in Sections 6, 7 or 8 must be identified in Section 5.

Q3   If some of our classified employees have the same medical plans offered to them but are offered different non-medical plans, should they be considered as one employee group?

A   Yes. This project is not tracking non-medical plans. They can be reported as a single group.

Q4   Can we list groups separately (for example by bargaining unit) even if they have the same medical benefit plans offered?

A   Yes. You do not have to consolidate groups just because they have the same medical plans offered to them. Identify whatever employee groups make sense to you, so long as you accurately identify the plans that are offered to them, and as long as you report classified employees separately from certificated employees.

Q5   Do I have to use Plan_Codes_Offered in Section 5? This seems redundant with Section 6.

A   Column E in Section 5 allows you to list the medical plans that are offered to employee groups (each plan code is separated by a comma). Alternatively you can use Section 6 to identify which plans are offered to which groups.

Districts that populate the Data Collection Spreadsheet manually generally find column E of Section 5 easier to work with than Section 6.

Q6   **If I use column E (Plan_Codes_Offered) column in Section 5 should I also use Section 6?**

A   You may use either method to associate medical plans to employee groups. If insurance arrangements for some employees are managed with Insurance Tracking (a module within the WESPAC software provided by WSIPC), then Section 6 will be populated by the WSIPC extract. However if you have other employees for which insurance arrangements are not managed using Insurance Tracking then it may be easier to use Column E (Plan_Codes_Offered) in Section 5.

7. Section 6 of the District Data Call – identify the medical plans offered to employee groups

Q1 **If I identify plan codes offered to groups in Section 5, must I use Section 6 also?**

A No. You should use either Column E of Section 5 or Section 6 to associate medical plans to employee groups.

If all plans are identified for all groups in Column E of Section 5, then Section 6 may be left blank.

If all plans are identified for all groups in Section 6, then Column E of Section 5 may be left blank.

8. Section 7 of the District Data Call – employee census, benefit eligibility, medical plan selection, contributions

Q1 If an employee is eligible but chooses to not purchase coverage are their dependents considered to be 'eligible dependents'?

A No. The employee's dependents cannot be eligible because the employee is not covered. There is no requirement in this case to report dependent information because dependents are not eligible if there is no employee coverage.
We do not ask districts to report the dependents of ineligible employees for the very same reason.

Q2 Should spouses be included as dependents in Sections 7 & 8?

A If the employee is benefits-eligible, and if the employee chooses to buy medical coverage through the district, then the employee's spouse is considered to be an eligible dependent for purposes of Sections 7 & 8.

Q3 Both spouses work at the district; both are fully benefit-eligible.
Spouse B is covered under the benefits of spouse A. Spouse B therefore elects not to purchase medical coverage. B is obviously reported as a dependent of A.

The question is… Should A also be reported as a dependent of B?

A No. Spouse B should be reported as eligible, but no plan is associated with B since he or she has chosen not to purchase insurance through the district. This being so, B's dependents are not eligible and should not be reported.

Q4 Why are you not able to acquire dependent information from either AON or Premera?

A We do get covered information from Premera. However the legislation requires districts to also report on eligible <u>but uncovered</u> dependents. This is a group of people that carriers know nothing about, precisely because they are not covered.

To say the same thing another way, carriers only know about the people they cover, and do not know about dependents that are eligible for coverage but are not covered. School districts, on the other hand, are required by the legislation to report the age and gender of eligible but uncovered dependents.

Q5 We do not have any information on eligible but uncovered dependents. What should we do?

A Data on covered and uncovered dependents is required, so districts should
 - report it if they have it, or
 - make best efforts to get it.

If districts have no time or resources to get data on covered or uncovered dependents, or any means of getting it, that should not stop them from submitting the rest of the data.

If no dependent data is submitted by a particular district, the data collection project team will assume that it is unavailable in that district.

An automatic warning message will be generated and sent to the submitting district if no

dependent data is submitted. Whether or not a district takes action on the basis of this warning message (or any other warning message) is up to the district. Warning messages will not prevent submitted data (which is free of actual errors) from being accepted and loaded.

9.   Section 8 of the District Data Call – dependent information

Q1   Why is there a Section 8 if the same information is asked for in Section 7?

A   Section 8 is designed to be used as an output file layout by a program that extracts dependent data from a database of some kind. A few districts have databases containing dependent data, and this Section would be used by them in combination with the Section 8 .CSV template.

Section 7, on the other hand, is designed to be used by districts that do not have databases containing dependent data. These districts may prefer to supply dependent data (if they have such data) using the last four columns of Section 7.

Q2   **Why are dates of birth for dependents asked for in Section 8, but only ages in Section 7?**

A   The optional dependents columns in Section 7 are designed to capture the minimum requirements as requested by the legislation, which are age, gender and coverage status for each dependent. The ages of dependents listed in Section 7 should be the ages as of the date of the census, which is 10/1/2013. Enter an age of 1 for dependents less than a year old. In subsequent years, these values will need to be incremented.

In Section 8, on the other hand, dates of birth are consistent values which will remain constant, allowing age to be computed automatically at any time.

Districts that use WESPaC / WSIPC

Q1   Do we have to pay extra money to WSIPC for use of the extract they have built for their constituent school districts during the current Data Collection Project?

A   No.

Q2   My district does not use the Insurance Tracking module. Can we still use the WSIPC extract?

A   Yes. However the WSIPC extract provides less data for districts that do not use the Insurance Tracking module than for districts that do use it.

For this reason, districts that do not currently use the Insurance Tracking module may wish to consider starting to use it, in order to facilitate future data collection projects that have to do with insurance benefits for district employees.

Q3   I mistakenly deleted or corrupted our .CSV files from WSIPC. What should I do?

A   You can, in year 2, run the WSIPC extract on demand. Once you have extracted data (in the form of .CSV files), you should make backups before you do anything else.

Q4   The data we got from the WSIPC extract is not complete. Where is the rest of it?

A   WSIPC can extract a lot of the data that is required, but not all of it. Some of the data needs to be provided by school districts, particularly the narrative data in Section 1, and the Innovative Health Plan Features in Section 2.

Q5   The data we got from the WSIPC extract does not seem right. What should we do?

A   Contact WSIPC, and keep the project team informed, using the project team's email, which is Y2DataCallTeam@Treinen.com. We need to know if there are issues with the WSIPC extract.

Districts that <u>do not</u> Use WESPaC / WSIPC

Q1   My district does not use WESPaC (software supplied by WSIPC); we use a completely different software package for functions such as Payroll, Finance and Employee Benefit Management. What do we have to do?

A   You should either

(i) Populate the Data Collection Spreadsheet manually

or

(ii) build a custom utility or extract program that will extract the required data from your computer system, then load the extracted data into the Data Collection Spreadsheet, then validate the extracted data, then fill in the gaps, such as narrative data fields.

If your district writes a custom extract:

- Please see the Data Call Instructions for the eight output file specifications you should build to
- .CSV templates for the eight Sections are available on the OIC web site
- You may wish to seek assistance from the vendor of whatever software your district uses

Error Handling

Q1   We have received notification that our prior submission contained errors. What should we do?

A   You should retrieve the return spreadsheet (which identifies all the errors) from ShareFile, make any needed corrections and resubmit your data via ShareFile. Be sure to rename your return file using the naming convention found on page 13 of the instructions.

Q2   You sent us an email indicating that there were errors in our submission, and that we should retrieve the return spreadsheet from ShareFile. Will we need a password to open the return spreadsheet?

A   No. Since we are using ShareFile in Year 2 of the data collection project, passwords are not needed. ShareFile encrypts all data that is 'in flight' and 'at rest'.

Do not use encryption or password protection in any file that you submit. This will cause your spreadsheet to be rejected and you will then need to resubmit.

Q3   Will you accept data that has errors or is incomplete?

A   If there are any errors, the submitted data will be rejected in its entirety.

If there are warnings (meaning that the imperfections detected in the data are not so severe as to stop the data from being loaded to the project team's secure database) then the data will be loaded to our database. The spreadsheet will be returned to ShareFile and you will be given an opportunity to address the warnings and resubmit if you wish.

Q4   How will we know if there was a problem with the data we submitted?

If imperfections are detected in the data submitted by a district, then our data load process will automatically send to you, via ShareFile, the same spreadsheet that your district submitted, but with an indication in the Status column of what was in error or caused a warning to be issued.

If your district's data is rejected due to errors, please correct them and then re-submit the spreadsheet <u>with the version number incremented as per naming convention found on page 13 of the instructions.</u>

If your district's data generates only warnings, but no outright errors, then the spreadsheet will be returned to ShareFile and you will be given an opportunity to address the warnings and resubmit. It is up to you whether or not you make changes and resubmit. Your data has been accepted and loaded to our database.

District Data Call Orientation Sessions

Q1   How do we sign up for an orientation session?

A   The project team ran a series of webinar-based Orientation sessions from February 3 to March 13, 2014. Those sessions have now concluded. Webinar-based orientation sessions are now complete for Year 2. If you still need training, then please contact the project team and we will do our very best to provide the help you need.